National Aeronautics and Space Administration
Goddard Space Flight Center

NO.	05-34	
DATE	2/23/05	
DISTRIBUTION	AA	
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WALLOPS ONLY		*
GSFC		*
CONTRACTORS		**

ANNOUNCEMENT

SUBJECT: Mandatory Information Technology Security Training

Information Technology Security (ITS) is a top priority for NASA and is considered to be a key component of successful mission accomplishment. In order for our employees to have the appropriate awareness and tools to protect our information systems, the Agency requires us to take annual ITS training.

Goddard Space Flight Center (GSFC) employees are required to complete ITS training through the NASA Site for Online Training Resources (SOLAR) Web site. The IT Security courses for 2005 are available on the SOLAR Web site: https://solar.msfc.nasa.gov and need to be completed by Friday, June 3, 2005.

Courses can be found on the SOLAR Home Page or in the "Training Disciplines" section, under Information Technology Security. This training is mandatory for all GSFC employees, and its completion will be tracked and reported to the Agency's IT Security Training Office. The training module takes approximately 15-20 minutes to complete.

Employees

All nonsupervisory GSFC employees (civil service and contractor) who use a computer to accomplish work for NASA are required to complete the course entitled **"Basic IT Security for 2005"** (module ITS-002-04). **Offsite contractors who access the Goddard network are also required to complete the training.**

GSFC Supervisors

All GSFC civil service supervisors are required to complete the course entitled **"IT Security for Managers 2005"** (module ITS-003-04).

General Information

How To Update User Profile:

Before taking the training, please make sure your user profile is updated including your name, assigned location, organization code, phone number, and e-mail address. Go to "My Account" area and click on "Change User

Information". This will allow us to track individuals who have completed training by organization Code. **NOTE: If you do not enter a correct organization code, you or your organization will not get credit for completing the course.**

Forgot User ID or Password:

If you have forgotten your user ID or password, you can use SOLAR "Account Lookup Tool". You can locate this tool by going to the SOLAR Web site under SOLAR Quick Links and click "Forgot User ID or Password". When you enter your information and submit your request, a user ID or password will be sent to you via e-mail within 30 minutes.

How To Request User ID:

If you have never used the SOLAR site for training, under SOLAR Quick Links click on "Request New Account". When you enter your information and submit your request, a user ID and password will be sent to you via e-mail within 30 minutes.
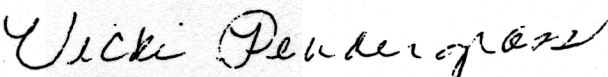
How To Find Courses:

You can find the required courses on the SOLAR home page or in the "Training Disciplines" section, under Information Technology Security. Please make sure you are taking the Basic IT Security for 2005 (module ITS-002-04) or IT Security for Managers 2005 (module ITS-003-04) or you will not receive credit for it. **It is also highly recommended that you print out your certificate of completion for documentation purposes.** The Web site will automatically track the names of users who successfully completed the courses (i.e. pass the test), but if there is any discrepancy, your completion certificate will be helpful.

Special Requirements:

The training package requires the use of an application entitled "Flash". Even if you already have "Flash" on your system, it is highly recommended that you download the current version from the SOLAR Home Page. This will help ensure uninterrupted delivery of the training course.

If you have problems or questions, contact your Directorate computer security official. The list can be found at http://eitsb.gsfc.nasa.gov/services/dcso/dcso.stm or by calling Keisha Tigner, Code 297, IT Security Training Coordinator. Ms. Tigner can be reached at x6-8822 or via e-mail at lakeisha.s.tigner@nasa.gov.

Thank you for your cooperation in helping the Center protect its valuable IT resources.

Vicki Pendergrass

Vicki Pendergrass
Chief Information Officer